

Name of the person submitting this form.

Self-explanatory

Email Address

Self-Explanatory

Which semester would you like to propose this class for?

Select the semester you want to teach from the drop down menu. Course are offered during the fall and spring.

Proposed Course Title:

Keep title brief & to the point.

Course Description (between 150-200 words)

: Briefly describe the class, including what makes it unique. (*What will they learn / gain from taking class? What are the benefits for taking class with OLLI opposed to doing on their own.*) This will be used by OLLI as a rough draft for the catalog / web listing, and should be aimed at the participants (Limit to 200 words or less)

Content Area

Select from the drop down menu which topic area you suggest the class be listed under (i.e: History, Science and Nature, Health, etc)

If you have specific dates you prefer please list them below. (MM/DD/YY - MM/DD/YY)

Enter the time period that you can teach between semester dates (Fall is 1st week of September through 2nd week of December. Spring is 2nd week of February through 2nd week of June.)

List your preferred day of the week?

List the day of week you would prefer / are available to teach

Mark the preferred start time of the class.

Time the class will **start** (between hours of 8:30 - 2:00 pm)

How many sessions will this course require?

State the number of class dates / sessions the course need to cover information adequately.

How long will each class session be?

State the length you prefer to teach (each session) i.e: 1 hour, 1.5 hours; 2 hours, etc.

**OLLI will be offering in person activities, however, if needed, would you be willing to offer your course virtually via Zoom?
Training and support**

Select yes if you are capable of teaching your course online

provided.

Would you allow us to record your class for use by the participants?

If being held virtually, would you allow us to record?
Yes, or no.

Do you have a location preference out of the OLLI venues listed below?

If offsite, will you make arrangements to use location?

Maximum enrollment requirement

The max number of students you are comfortable teaching

Minimum enrollment requirement

Our standard minimum is 10 students

List any special materials required & approximate cost of special item. (ie: books, DVD, tickets, supplies such as food items, crafting materials, etc.)? This is very important information to assist with pricing of the course.

This is books, art supplies, DVDs, Admission tickets, or printed handouts that are needed for the class. Please estimate the cost of this material.

Does this class require group transportation?

Do we need to rent a van to take the participants to the location (or can they drive themselves?)

What type of audio/visual equipment will be required in order to facilitate this course? Mark all that apply.

Standard is laptop, projector, sounds, screen/monitor, and presenter.

Instructor Name

Person who is teaching the class

Instructor Title

Current/Former occupation

Best Phone Number

Needed. Self Explanatory

Email Address

Needed. Self Explanatory

Mailing Address (Street, City, Zip)

Needed. Self-explanatory

Social Media accounts? This will

only be used to cross promote your class online.

Instructor Biography

OLLI is a volunteer driven organization therefore we encourage ALL instructors to donate their time, however, we understand that this may not be feasible for everyone. If you require other arrangements choose from the list below which option you prefer. Additionally, to comply with Fayetteville Policies and Procedures 402.1, all Osher Institute instructors and course facilitators may need to complete to a background check. This includes graduate students and volunteers. If you have questions regarding this policy please contact the Osher Institute at 479-575-3541 or olli@uark.edu

Do you agree to the terms and conditions stated above?

If you have been working with an OLLI Curriculum committee member or an OLLI staff member please list that person below.

This should be one paragraph, in narrative form, describing credentials. Length 50 – 75 words

Choose between donating time, community service letter, instructor certificate or payment of \$25 per instructional hour. Policies are concurrent with the University of Arkansas.

List person you may have worked with. If unsolicited submission, list "self" or office.

